



Education and Culture DG

Lifelong Learning Programme

**COMENIUS IN-SERVICE TRAINING
GUIDANCE FOR UK APPLICANTS
2010**

This guidance document consists of:

- A **general section**, which provides guidance about the Comenius In-Service Training programme, about eligibility criteria and how to apply for funding
- **Annex I**, which provides step-by-step guidance on how to fill in the online grant application form and submit your application
- **Annex II**, which gives the maximum subsistence rates applicable in 2010

You should read all parts of the document carefully as they contain essential information to enable you to decide if you are eligible to apply for a Comenius In-Service Training grant, to know what kind of activities can be funded and to be able to complete the application form correctly.

Comenius In-Service training grant applications should be sent to

**Comenius Applications
British Council
Norwich Union House
7 Fountain St
BELFAST
BT1 SEG**

by:

- **15 January 2010** for activity starting between 1 May 2010 and 30 April 2011
- **30 April 2010** for activity starting between 1 September 2010 and 30 April 2011
- **15 September 2010** for activity starting between 1 January 2011 and 30 April 2011

All activity must be completed by 10 June 2011. Grants cannot be awarded retrospectively, ie for activity that has already taken place.

Application forms must be signed and sent in hard copy to the above address and by the relevant deadline, as well as being submitted electronically.

Enquiries about the 2-Week Primary Teachers' Project (see details below) can be addressed to ptp@cilt.org.uk.

GUIDANCE TO UK APPLICANTS ON HOW TO APPLY FOR COMENIUS IN-SERVICE TRAINING GRANTS

Introduction

You are advised to read the Lifelong Learning Programme (LLP) Guide 2010 carefully before starting to develop your application. The guide is available at www.britishcouncil.org/comenius-background-reading.htm. However as this is a long and complex document, we suggest you read at least the following sections:

Part 1

Section 1 General Overview of the Lifelong Learning Programme

Section 3A Procedure for Submitting Grant Applications

Section 3B Procedure for the Assessment and Selection of Applications

Section 4A General Financial Considerations Applicable to All Actions

Section 4B Types of Financing

Section 4C Mobility Grants Awarded for Individuals

Part 2a

Comenius Section

Part 2b

Summary fiche for Comenius In-Service Training

The guidance notes below will summarise some of the information contained in the LLP Guide 2010 and will give you step-by-step guidance to fill in the on-line application form. **All application documents, including these guidance notes for UK applicants, are available on our website at: www.britishcouncil.org/comenius-how-to-apply.htm.**

A note on terminology:

- “Pupils” and “students” are referred to interchangeably in this document.
- “Schools”, “colleges”, or “institutions” are interchangeable terms and should not be taken to imply exclusion of one type of organisation or another.

Step 1: Confirming your Eligibility

To be eligible to apply for a grant from the UK National Agency you must be:

- A national of one of the participating LLP countries (See list of countries at www.britishcouncil.org/comenius-countries.htm)

- A national of any other country who is legally employed or living in the UK

and

- A member of school education staff (teaching and non-teaching) who works in school education in the UK

In addition to staff on a school payroll, “school education staff” can include:

- local authority staff working in school education, and persons engaged in the training of teachers
- staff involved in intercultural education or working with the children of migrant workers and travellers
- staff working with pupils at risk, such as mediators and street educators and staff working with special education needs
- unemployed teachers and teachers re-entering the profession after a period away from teaching

If further clarification of eligibility is needed, contact comenius@britishcouncil.org.

For a full definition of which institutions inside and outside of the UK are eligible to participate in Comenius activities, please visit www.britishcouncil.org/comenius-eligible-schools-3.htm.

Notes

- Adult education professionals cannot apply for a Comenius In-Service Training Grant, but are eligible for Comenius' sister programme under the LLP, Grundtvig. For information on this programme, please visit www.grundtvig.org.uk/
- Comenius In-Service Training Grants can be awarded to **only two people from the same institution in order to attend the same course or event**. We want to ensure that as many schools as possible benefit from Comenius and that each course or event provides the greatest opportunity for participants to meet new professional contacts from other countries.
- Each person must apply individually**. If several people apply with identical answers to the narrative sections of the application form, all of them will be rejected.

Step 2: Choosing your Activity and Location

The following types of activity can be funded:

- **Structured professional development courses for school education staff**. The course should have a strong European focus in terms of both its subject matter and the profile of its trainers and participants – there should be at least three nationalities represented amongst the participants, with no more than 40% of participants from the UK. The course must relate to your professional responsibilities and provide you with learning and teaching methodologies. The course must run for a minimum of five working days and a maximum of six weeks.

- **Language teaching methodology course for school education staff**, to provide you with learning and teaching methodologies relating to language teaching, (not language training) for between five working days and six weeks. The same criteria apply as above.
- **Work placement / job-shadowing activity** in a school, in industry or in a relevant organisation involved in school education, such as public sector bodies or non-governmental organisations, for between one working day and six weeks. The focus of the work placement / job-shadowing must relate to your professional responsibilities. NB job-shadowing is a national priority in the UK for In-Service Training in 2010 and UK applications for job-shadowing will automatically receive an extra 7.5 points when being assessed.

In 2010 the British Council is extending the existing 2-Week Primary Teachers' Project (PTP) through a partnership with CILT, the National Centre for Languages. Funded by DCSF, PTP offers Key Stage 2 primary teachers in England the chance to undertake a week's structured training in French, German or Spanish, followed by a week's job-shadowing in a primary school in France, Germany or Spain. For more information, see www.cilt.org.uk/events/ptp.aspx. PTP participants receive Comenius In-Service Training funding, and must apply using the standard In-Service Training application form,

For the purposes of the application process, PTP counts as a work placement / job-shadowing activity. Further specific guidance for PTP applicants on how to complete the application form is included below; other applicants should simply ignore this.

- Participation in a **European conference or seminar** organised by a Comenius Network Project, a Comenius Multilateral Project, another Lifelong Learning Programme National Agency or a representative European association or network active in the field of school education. The minimum duration for attending a conference is one day; the maximum six weeks.

General language training courses (so-called "pure" language courses that are not specifically designed for teachers and offer methodology of language teaching), from five working days to six weeks, can only be funded for:

- School teachers requesting training in a less-widely-used and less-taught languages (LWULT) (for UK applicants English, French, German, Italian and Spanish are *not* regarded as LWULT languages)
- People teaching another subject in schools through the medium of a foreign language
- Teachers retraining as a foreign language teacher
- Primary or pre-primary teachers who are (or will be) required to teach foreign languages
- School staff already participating in a Comenius School or Regio Partnership and requesting training in the partnership's working language.

You can undertake your chosen activity in any of the countries listed below:

- Any of the 26 EU Member States (excluding the UK)
- Iceland, Liechtenstein and Norway
- Turkey
- The Overseas Countries and Territories listed in section 1.C of the LLP Guide 2010

You cannot use a Comenius In-Service Training Grant to attend a course or event in the UK.

Step 3: Finding your training activity

A list of eligible training activities, often developed through previous Comenius projects, can be found in the European Commission's In-Service Training Database at <http://ec.europa.eu/education/trainingdatabase>. NB you do not *have* to attend a training activity listed in the Database: *any* course that meets the criteria described above can be attended with the support of a Comenius In-Service Training grant.

You can get help in finding a school for job-shadowing at www.etwinning.net and at www.globalgateway.org.uk.

When you have found a suitable activity, contact the organiser of your chosen course or conference and reserve a place; the British Council will not do this for you. Similarly, you must arrange your job-shadowing yourself.

Step 4: Completing and Submitting the Application Form

When you have chosen your activity and have reserved a place or organised your job shadowing / work placement, you will need to complete and submit the online application form. This is available on the British Council's website at www.britishcouncil.org/comenius-applications-forms-and-guidance.htm. Annex I of these guidance notes will provide you with step-by-step guidance on how to complete the online form.

After submitting the application online, you will also need to print a paper copy and send an original, signed copy of the form plus two photocopies, with any other required attachments, to the address and by the deadline given at the start of guidance notes.

We recommend that you send your application by recorded delivery and keep proof of postage in case your application is delayed or gets lost in the post. Without proof of postage, we cannot accept re-submission of lost application forms.

Step 5: Assessing your application and finalising the award procedure

The timetable for the various steps of the application and award process are as follows:

The British Council will:

- Acknowledge receipt of your application within two weeks of the relevant deadline.

- Assess your application against the eligibility and quality assessment criteria set out in the Common European Eligibility Checklist and Quality Assessment Form (these documents can be accessed at www.britishcouncil.org/comenius-how-to-apply.htm) within two months of the deadline.

The following national priorities apply to UK applications for In-Service Training in 2010:

- applications relating to job-shadowing
- applications from institutions and individuals actively involved in other Comenius actions (including eTwinning)

Applications meeting each of these priorities will be awarded 7.5 additional points for each priority, up to a maximum of 15 extra points.

For more information on the scoring system for Comenius In-Service Training applications, please refer to the Quality Assessment Form mentioned above.

- Inform you of the results of the assessment by email within two months of the deadline.
- Send successful applicants the formal Grant Agreement, bank details form and reporting documentation.

Stages for successful applications

If your application is successful **you must:**

- Return two signed original copies of the Grant Agreement, signed by the person authorised to enter into legally binding commitments on behalf of your institution. (NB if you apply under the category “Former and unemployed teachers re-entering the profession after a period away from teaching”, you may sign the Grant Agreement yourself).
- Return the completed bank details form giving your institution’s bank details. The grant can only be paid directly into your personal bank account if you are applying under the category “Former and unemployed teachers”.

On receipt of the above documents, the British Council will pay an advance of 80% of the total awarded grant, in euros, within 45 days of receipt of the two signed original copies of the Grant Agreement and of the completed bank details form. Any delays in returning either of these documents may result in a delay to the payment of your grant.

Step 6: Reporting on your Activity

You must complete and send a final report together with a certificate of attendance and any necessary receipts within one month of the end of the funded activity. If you do not provide a final report, the British Council will cancel your grant and will send you an invoice for the advance payment made.

The British Council will assess your final report within 45 days of its receipt, and will pay any balance owing to you, in euros, within 45 days of the report's approval. If the final approved cost of the activity is less than the initial 80% advance payment, the British Council will send you an invoice for the balance in euros owing to the British Council. This must be paid within 30 days.

Please note that 10% of all Comenius In-Service Training Grants awarded will be subject to post-activity audits or "desk checks" each year. If your award is chosen for such a desk check you will be asked to provide the British Council with additional necessary documentation, so please keep all your receipts / evidence of all the costs you have incurred. **NB you may be chosen for such a check for up to five years after the end of your activity, and must keep all supporting documentation for that period.**

ANNEX I:

STEP-BY-STEP GUIDE TO FILLING IN THE ONLINE APPLICATION FORM FOR A COMENIUS IN-SERVICE TRAINING GRANT

Applications for Comenius **In-Service Training** grants in 2010 must be submitted using the new online form available on the British Council's website at www.britishcouncil.org/comenius-applications-forms-and-guidance.htm. These notes are intended to help you fill in and submit the new form.

General Steps for Completing the Application Form

You should first **download the application form** as a PDF file from the British Council's website and **save it to your own computer** before starting to fill it in. If you start writing on the application directly, without first saving it on your own computer, the data you have filled in will not be saved and you will have to start again. You may find it helpful to print off a complete blank form to read through alongside these notes.

Do not worry that the text "draft" appears as a watermark in the background of the form. This is normal; the text will disappear after you submit the final version of your form.

Filling in the form

This can be done offline, ie you do not need to be connected to the internet during this stage.

Different sections of the form need different treatment:

- **Compulsory** sections have an orange background. These sections must be completed. The validation process (described below) will not allow you to submit the form unless this is done.
- **Optional** sections have a yellow background. These sections should be completed if appropriate for your particular application.
- **Automatic** sections have a grey background. These will be filled automatically based on entries you make elsewhere in the form. You cannot enter data into these sections.

Note that, depending on choices you make from various drop-down menus within the form, new boxes not showing on your printed-out blank version may appear or boxes showing may disappear. For example, when you select "employees" under **Employment status**, a new section will appear with questions about your employer. This will not appear when you select "unemployment" in the same section.

You can save part-completed versions of the form at any time and return to it at a later date.

Validating the form

This can be done offline, ie you do not need to be connected to the internet during this stage.

The validation will check that all necessary parts of the form have been completed. If there are any incomplete sections, you will be prevented from submitting the form and will be alerted to the first incomplete section identified by the validation process. This process may need to be repeated until all of the incomplete sections have been identified and corrected.

Do not validate each page separately, as you go along, as correct validation can only be done at the end when all the compulsory fields have been completed. If you try to validate each page as you go along, the form will jump to the next mandatory field and you may miss sections that are relevant to your application.

Submitting the form

You need to be connected to the internet during this stage. Pressing the submit button will automatically send the completed form to the European Commission's database. If successful, a "submission confirmation" document containing your submission reference number will be sent to the email address you give in section **C.1 Applicant**. Please make sure that you enter a valid email address.

If you cannot gain access to the internet at this stage, you can create an email attachment version of the form by clicking on the "create email attachment" button to send to the British Council by email at a later stage.

Printing the form

You must **print** out the submitted version of the form for signature, along with the submission confirmation document. The word "draft" should now have disappeared from the background of the form.

Application forms must be **signed** by you and by the person authorised to enter into legally binding commitments on behalf of your institution. In schools, this should be the head teacher. (If you apply under the category "former and unemployed teachers re-entering the profession after a period away from teaching", only your own signature is needed.)

You should **send** one original and two copies of the signed completed form to the British Council, along with a copy of the submission confirmation and any other required attachments (such as course / seminar programme or the invitation from your job-shadow host). Keep a copy of everything for yourself.

Completing the Application Form Step-By-Step

Before you start to fill in this application form, please ensure that apart from this guidance document, you have read the eligibility checklist and quality assessment forms available on the British Council's website at www.britishcouncil.org/comenius-applications-forms-and-guidance.htm. Your applications will be marked against the requirements and standards set out in these documents.

Ensure sure that you complete **all** relevant sections of the application form **fully** as it will be assessed as it stands. The British Council will NOT contact you for replacement / further information if parts of your form are missing or left blank (but MAY contact you over minor eligibility issues if these can be corrected quickly).

The letters and numbers below (e.g. B.1) refer to the corresponding field in the online application form. (Please note that if you select “unemployment” in **C.2 Employment status**, section **C.3 Home institution**, described below, will not appear, and the numbering of subsequent sections will change. Do not worry about this and just make sure you refer to the titles of the questions in this guidance.

Not all fields of the form are listed and explained below; most of them should be self-explanatory.

B. SUBMISSION

B.1 - CONTEXT

- **Programme:** This is pre-filled with *Lifelong Learning Programme*
 - **Sub Programme:** Select *Comenius* from the drop-down menu.
 - **Action Type:** This will be automatically pre-filled with *In-Service Training*
 - **Action:** Having selected *Comenius* earlier, this field will be pre-filled with *Comenius In-Service Training for Teachers and other Educational Staff (IST)*
 - **Call:** This will be automatically pre-filled with *2010*
 - **Round:** Select the appropriate deadline from the drop-down list.
 - **Training Type:** Select the appropriate training type from the drop-down list:
 - *European conference or seminar*
 - *Structured training course*
 - *Job shadowing or work placement* (**For PTP applications**, choose this training type.)
 - **Thematic area of training:** This field appears only if your selected training type is *Structured training course*. Select the appropriate theme from the drop-down list:
 - *Pure foreign language skills **
 - *General in-service training*
 - *Training in the methodology or pedagogy of foreign language teaching.*
- * If your selected training activity is in pure language skills, please make sure that you belong to one of the staff categories eligible for this (See *Step 2: Choosing your Activity and Location* above.)
- **Is the event included in the “Comenius / Grundtvig Training Database”:** Select “yes”, if you selected your course from the European Commission’s database at <http://ec.europa.eu/education/trainingdatabase/>. If you are unsure, check with your activity provider. You will need to enter the reference and session numbers of the course later on in the form.

B.2 – PROJECT IDENTIFIERS

- **Applicant name:** This will be filled in automatically when you enter your name further on.

B.3 – NATIONAL AGENCY

- **Identification:** Select *UK1 LLP-Com-Era (British Council)* from the drop-down menu. This will automatically bring up the postal address to which you should send the completed and signed version of your application form.

C IDENTIFICATION OF THE APPLICANT

C.1 APPLICANT

- **National ID:** Select and insert the code (A1, D1 etc.) which most closely describes your own ethnicity, using the table below. These definitions are taken from DCSF's standard codes for collecting ethnic data from schools in the UK and the information will be used for programme monitoring purposes only. **The information you provide here will not be used in the selection process.**

Code and Explanation	
White:	Asian or Asian British:
A1 British	C1 Indian
A2 Irish	C2 Pakistani
A3 Traveller of Irish heritage	C3 Bangladeshi
A4 Gypsy/Roma	C4 Any other Asian background
A5 Any other white background	Black or Black British:
Mixed:	D1 Caribbean
B1 White and black Caribbean	D2 African
B2 White and black African	D3 Any other black background
B3 White and Asian	E Chinese
B4 Any other mixed background	F Any other ethnic background

- **Year of birth:** The information you provide here is for monitoring purposes only and will not be used in the selection process.
- **Address:** Ensure that you give your full home address.

- **Region:** Select from the drop-down menu eg *UKC2 - Northumberland and Tyne and Wear*. Some counties may not be listed so please use the most appropriate category eg *UKL2 East Wales* if your school is situated in Cardiff.
- **Telephone and fax:** Provide your telephone number / fax with the country dialling code eg for UK +44 (0) XXXX XXX XXX.
- **Email:** Ensure that you give a valid email address and that you inform us immediately if it changes. The confirmation of submission of the online application form, which you will need to attach with your signed copy to be sent to the British Council, will be sent to this email address.

C.2 PROFILE OF THE APPLICANT

- **Employment status:** Select from the drop-down list *Employee* or *Unemployment*.
- **Category of educational staff:** Select from the drop-down list the role that is most relevant to your work. If you are applying under the category “former and unemployed teachers re-entering the profession after a period away from teaching”, select the category of your latest relevant employment.
- **Category of applicants for foreign language learning:** If you chose “pure language skills” under “*thematic area of training*” earlier, this question will appear. To be eligible to attend a pure language training course, you must belong to one of the categories in this drop-down list. If you are applying under the category “former and unemployed teachers re-entering the profession after a period away from teaching”, select the category of your latest relevant employment.
- **Subject/s taught:** Select the subject / subjects that are most relevant in relation to the training activity you wish to take part in. You can add or delete subjects by clicking the “+” (add) and “-” (delete) buttons.

C.3. HOME INSTITUTION

This section will not appear if you are applying under the category “former and unemployed teachers re-entering the profession after a period away from teaching” and if you select “unemployment” in **Employment status**. In this case, the numbering of the following questions in section C will be different in your form, eg C.4 will be C.3 and so on.

- **Full legal name (national language):** Provide the full legal name of the school / organisation that you work for in your national language and alphabet. Any agreed funding will be awarded to your employer as an institution, not to yourself as an individual. Please make sure that you have the agreement of your relevant senior manager before applying for Comenius funding.
- **Full legal name (Latin characters):** Provide the full legal name of the school / organisation in Latin characters. In the UK, this is normally identical to the previous **Full legal name (national language)** entry.
- **Acronym:** You can include a shortened version of your school’s / organisation’s name here if you wish. This is not mandatory.

- **National ID:** If your institution is a school, please provide your school's unique reference number (URN). This is referred to in Scotland as the SEED number.

The URN/SEED reference numbers for all institutions in the UK can be found listed on the following websites:

- Schools in England: www.edubase.gov.uk (6 digits)
- Schools in Wales: www.edubase.gov.uk (6 digits)
- Schools in Northern Ireland: www.denidata.nics.gov.uk (7 digits)
- Schools in Scotland: www.scotland.gov.uk (7 digits)

You may need to ask your school administration to find out this information.

If your employer is not a school or further education college (eg a local education authority or teacher training college), enter N/A.

- **Type of organisation:** Select from the drop-down menu. The list is common to all European countries so is not geared to match the UK education system specifically. However, avoid selecting "other" and try and select the category that is the closest match to your institution; further education colleges, for example, should select "Vocational or technical secondary school (EDU-SCHVoc)".
- **Commercial orientation:** Select from the drop-down menu *For profit* or *Not for profit*
- **Scope:** Select from the drop-down menu. For example, if your school serves pupils living in your local authority only, select *local (L)*. If your school draws pupils from a number of regions choose *regional (R)*, and if from across the UK, choose *national (N)*.
- **Legal status:** Select from the drop-down menu *Private* or *Public*.
- **Size (staff):** Select from the drop-down menu.
- **Size (pupils/learners/trainees):** Select the appropriate category from the drop-down menu if applicable. If not applicable, select "0".
- **Legal Address/Postal Code/City:** Ensure that you give the full address of your employer institution.
- **Region:** Select from the drop-down menu eg *UKC2 - Northumberland and Tyne and Wear*. Some counties may not be listed so please use the most appropriate category eg *UKL2 East Wales* if your school is situated in Cardiff.
- **Telephone and fax:** Provide the telephone number / fax of your school/institution with the country dialling code eg for UK +44 (0) XXXX XXX XXX.
- **Email:** Ensure that you give a valid email address and that you inform us immediately if it changes.

C.4. NATIONALITY

- Select from the drop-down menu. (See section **Step 1: Confirming your eligibility** above.)

C.5. SPECIAL NEEDS

If you select Yes and request additional funding, due to special needs, in the budget section, you will need to give a breakdown and explanation of the additional costs in this section. Once you select Yes, a new box will open where you can enter further information.

C.6. PREVIOUS GRANTS

Please indicate if you / your institution have received previous funding under the Lifelong Learning Programme over the past two years. If you select Yes, complete the table with the relevant information. To add more activities, click on the “+” button. To delete activities, click on the “-” button.

NB in 2010, you can get an additional 7.5 points in the assessment of your application if your institution is actively involved in other Comenius actions (including eTwinning). To be awarded these extra points, you must indicate here if your institution:

- Is involved in an on-going Comenius School Partnership approved in 2008 or 2009
- Is involved in an on-going Comenius Regio Partnership approved in 2009
- Currently hosts a Comenius Assistant

Please provide the formal agreement number for these activities, for example:

- **Year:** 2008
- **Programme:** Comenius
- **Type of Activity:** School Partnership
- **Agreement Number:** 2008-1-GB1-COM06-02222-1

D. COURSE PROVIDER / CONFERENCE/SEMINAR ORGANISER / HOST INSTITUTION AND PERSON TO BE SHADOWED

Depending on the answer you provided to “**training type**” earlier, you will need to fill in relevant details of the:

- Course provider
- Conference / seminar organiser
- Host institution and person to be shadowed

For PTP applications, fill in the boxes as follows:

D1. Host Institution

- Full legal name: CILT (PTP)
- Legal address: 111 Westminster Bridge Road, London

- Post code: SE1 7HR
- City: the advertised location for the PTP event you are applying for (eg Bordeaux)
- Country: the advertised location for the PTP event you are applying for (eg France)

D2. Head of host institution – leave blank

D3. Person to be shadowed – leave blank

E. DESCRIPTION OF THE TRAINING ACTIVITY

E.1 SUMMARY

- **Title:** Give the name of the training course or seminar/conference. This field does not appear if your selected training type is job-shadowing.
- **Comenius/Grundtvig course database reference number** (this field appears only if you selected Yes to the question *Is the event included in the “Comenius / Grundtvig Training Database in section B.1.* If you selected your activity from the course database at <http://ec.europa.eu/education/trainingdatabase/> , you should enter the course reference and session number here.
- **Day-to-day activity plan:** This will only appear and need to be filled in if your selected training type is job-shadowing. You need to have a plan for each day of your visit, excluding travel dates and weekends if applicable.

NB if your selected training activity is job-shadowing, you will need to attach an invitation from your host organisation with your application form stating the dates of your visit, the name of the person you will be job-shadowing and confirming that they are willing to support you during your visit. **For PTP applications**, you do not need to do this.

If your selected training activity is a training course, conference or seminar, you will need to attach the programme of the activity with your application form, unless you have selected the activity from the Comenius / Grundtvig Training Database and have given the database reference number in the form.

DATES AND PLACE OF TRAINING

- **Country:** Select from the drop-down list.
- Please note that Croatia and the Former Yugoslav Republic of Macedonia (FYROM) are not yet full members of the Comenius programme and In-Service Training grants are not available to attend training activities in these countries.
- **Start Date / End date of training activity:** An arrow will appear on the right of these fields when you click on them. Clicking on the arrow will open a calendar. Please select the start and end dates of your proposed training activity using the calendar.
- **Topic:** Please select from the drop-down list. If your activity relates to several topics, select the main or the most relevant option. **For PTP**, choose Foreign language teaching and learning.

Sections E.2 to E.7

Your application will mainly be scored on the basis of your answers to these narrative questions, using the scoring system set out in the Quality Assessment Form available at: www.britishcouncil.org/comenius-applications-forms-and-guidance.htm. Please therefore make sure that you answer all the questions fully.

E.2 PREPARATION

If you wish to apply for funding for language preparation in your budget request, you must give details here of the language training material you intend to buy or details of the course you intend to attend. Please remember that language preparation funding is not available if your proposed main activity is itself a language course. **PTP applicants** should simply state **PTP** here.

E.3 AIMS OF THE APPLICANT - If you are a **PTP applicant**, make sure that you state here which level or Key Stage you teach (PTP is for Key Stage 2 only.)

E.6 CERTIFICATION

Please give details of what kind of certification you expect to receive for your training activity, eg certificate of attendance from the activity provider (minimum requirement). The British Council recommends that that you make use of the European Union's Europass recognition programme. Further information about this is available at: www.europass.org.uk.

F. BUDGET

The Comenius In-Service Training Grant is intended to be a contribution to the travel, subsistence, course / conference fee and possible language preparation costs that you will incur through participating in the activity. The amount that you request in your grant application should represent your best estimate of these costs. The amount that you apply for **cannot** be increased later, so it is important that you include all possible eligible costs at this stage.

All estimated costs must be in euros.

- **Travel grant requested:** Enter your estimated door-to-door travel costs. It is best to over-estimate rather than under-estimate at this stage. The final reconciliation of your grant will be based *both* on the actual costs you report to us after the activity has taken place *and* on the total grant awarded. The total grant **cannot** be increased retrospectively. You will need to keep receipts.
- **Date of departure / date of return:** An arrow will appear on the right of these fields when you click on them. Clicking on the arrow will open a calendar. Please select the start and end dates of your proposed training activity using the calendar. Make sure that your dates are consistent with the training activity dates in E.1, although the dates in this section should include travel dates, too. If you need to travel to your destination more than one day before the start of the activity or to return more than one day after the activity has ended, you will need to give a justification for this in your application (include a separate letter of explanation attached with your application form), eg if there are no flights available. Extra days will not be accepted without justification.

- **Total duration of the mobility activity (days):** Please calculate the number of days spent abroad including the travel days. It is important to get this right, because the automatic calculation of the maximum subsistence rate that you are eligible for is based on this number (see also below).
- **Subsistence grant requested:** You can request up to the maximum daily / weekly rates, relevant for the country you are visiting. The UK rates will be calculated automatically once you have selected **UK** under **“From (country)”** and your host destination country under **“To (country)”**, have input your date of departure and return, and the total duration of your visit, and have clicked on the **“calculate”** button. You may apply for a lower amount than the maximum you are eligible for and can then overwrite the automatic calculation. The subsistence rates for UK applicants can also be found in Annex II at the end of this document.

Subsistence is intended to be a *contribution* to your accommodation, meals, day-to-day local travel, travel insurance and incidental costs. No receipts will be required. However, you may need to keep receipts for your own employer's internal requirements. Please check with your finance department. However, a certificate of attendance or equivalent will be required by the British Council.

- **Grant requested for participation fee (for a course, conference or seminar):** Enter the actual price quoted by the course / seminar / conference provider. Please note that if the fee includes accommodation or other subsistence costs, you must ask the provider for a full breakdown, so you can separate the fee and subsistence costs out in the budget section of your application. *This field must not include any subsistence costs.* The maximum fee rate that can be approved is €150 per day. You will need to keep receipts. **For PTP applications**, please input € 250 here.
- **Grant requested for language preparation:** You may apply for a flat-rate grant as a contribution towards the cost of linguistic preparation for your visit.

You should explain the need for this in your answer to question **“3. Please indicate any language preparation courses or other activities to be undertaken”** under section **E.2 Preparation**. You must give detailed information of the material you intend to buy or of the language course you intend to attend. A receipt will be required for self-study material and a certificate of attendance for language courses.

A grant for linguistic preparation is not available if you have already chosen a language training course as your activity.

The maximum grants for linguistic preparation are:

- Self-study learning material € 150
- Structured language course in the UK € 300
- Structured language course abroad * € 500

* *This must be in one of the eligible Comenius countries.*

NB if you are a **PTP applicant** you must include a figure of €500 here.

- **Special Needs:** You can ask for extra financial support, both in excess of the individual cost element maxima and of the maximum grant amounts, to cover additional costs due to:
 - special needs such as disability, eg for special travel arrangements or accompanying carers.
 - travel to one of the overseas countries and territories listed in section 1.C of the LLP Guide 2010

You will need to give a detailed budget and explanation of the need for such extra support in section **C.5 Special Needs**.

- **Real estimated special needs costs:** Enter the total amount of extra costs you will incur due to your special needs in addition to the general grant amounts above as explained in section **C.5 Special Needs**.

Grant requested for provision for special needs: Enter the amount you wish to apply for; this can be equal to or lower than the real estimated costs given above.

The maximum total grant amounts for UK In-Service Training grants are as follows:

- **Up to 1 week** **€2,000**
- **Up to 2 weeks** **€2,500**
- **From 2 to 6 weeks** **€3,000**

Your total grant request should not exceed the above maximum amounts unless you are applying for additional funding because of special needs as explained above. If the total of your costs for all of the above parts of your budget request comes to more than these UK maxima, please reduce some costs accordingly.

We recommend that in the first instance you apply for the full eligible subsistence rate, because this is the only cost category where, in practice, you can use any possible under-spend towards other categories.

For example: if you apply for and are awarded 300 euros for travel but your real travel costs are only 150 euros, you will need to return the difference to the British Council. However, you can keep the full subsistence amount regardless of actual costs as long as the number of days claimed for is substantiated by proof of travel.

G. CHECKLIST

Make sure that you fulfil all the eligibility criteria before submitting the information. Instead of this common European eligibility checklist, please refer to the UK eligibility check list, which has some additional criteria UK applicants need to fulfil. The list is available at: www.britishcouncil.org/comenius-applications-forms-and-guidance.htm

H. DATA PROTECTION NOTICE

Please read the content carefully.

I. SUBMISSION

I.1 DATA VALIDATION

Click on the validation button. If any of the mandatory fields above are not filled, you will not be able to validate the form and the form will take you to the first mandatory field that is not filled in. You may need to repeat this several times if several mandatory fields have been left blank.

I.2 STANDARD SUBMISSION PROCEDURE

Once you are happy with your application, click on the **Submit online** button. This will send your data to a central Comenius database that the National Agencies will use as the administrative tool for the programme. At this stage, the word “draft” should disappear from the background of your document. This is now your final version.

Then click on the **Print form** button. You will have to print a paper copy of the application and have it signed. At least one hard copy of the application form must bear the original signatures. When you press the **Print form** button and the grey print box appears, we recommend that you choose the option *Shrink to Printable Area* in the drop-down menu against *Page Scaling*. This will ensure that the printed-out form fits the page properly.

Then make two copies of the application and send them with any required attachments to the British Council. If you do not send a paper copy by the published deadline, your application will not be accepted.

Remember to include a copy of the programme for the course or conference that you will be attending with your application form (this is *not* required if your course is on the Comenius In-Service Training Database), or in the case of work placement / job shadowing activities, a letter of invitation from your host. **For PTP applications**, you do not need to do this.

I.3 ALTERNATIVE SUBMISSION PROCEDURE

This section allows you to turn your application into a version to be sent to your National Agency by email in a format that they will be able to feed into the central database. This can only be used in exceptional circumstances if online submission is not possible for whatever reason. You will still need to print and sign the form, too, and send the hard copies to the British Council as explained above.

J. SIGNATURE

This section must be completed manually on the paper copy. This section must be signed by both the applicant and by the legal representative of the applicant's employer. If you are applying under the category *former and unemployed teachers*, you do not need to provide the second (home institution) signature.

ANNEX II:
Comenius In-Service Training: UK Subsistence Rates 2010

Destination country	Daily rate 1st Week	1 Week (7 Days)	2 Weeks (14 Days)	Weekly rate for weeks 3 to 6
AT	143	1,001	1,397	160
BE	128	896	1,250	143
BG	90	630	882	101
CY	113	791	1,103	126
CZ	128	896	1,250	143
DE	128	896	1,250	143
DK	180	1,260	1,764	202
EE	113	791	1,103	126
ES	135	945	1,323	152
FI	158	1,106	1,544	176
FR	150	1,050	1,470	168
GB	165	1,155	1,617	185
GR	128	896	1,250	143
HU	120	840	1,176	134
IE	158	1,106	1,544	176
IS	128	896	1,250	143
IT	143	1,001	1,397	160
LI	165	1,155	1,617	185
LT	98	686	956	110
LU	128	896	1,250	143
LV	113	791	1,103	126
MT	113	791	1,103	126
NL	143	1,001	1,397	160
NO	188	1,316	1,838	210
PL	120	840	1,176	134
PT	120	840	1,176	134
RO	98	686	956	110
SE	150	1,050	1,470	168
SI	120	840	1,176	134
SK	113	791	1,103	126
TR	105	735	1,029	118

Daily rates for the second week are calculated as (total amount for two weeks *minus* total amount for one week) *divided by* 7.

Daily rates for weeks 3 to 6 are calculated as the relevant weekly rate *divided by* 7